

Vacation Leave Donation

1. Beginning on July 10, 2000 and until December 31, 2000, employees may donate accrued vacation to other employees who have experienced a substantial and verifiable financial loss as a result of the fire. Employees may not donate future vacation earnings. Sick leave may not be donated. The program terminates on December 31, 2000.
2. Leave must be donated in increments of at least 8 hours.
3. Employees may donate leave in the name of an individual employee or to a leave bank. Once donated, the leave will be converted to a monetary sum based on the donor's rate of pay less taxes. The donation is nonrefundable once made and any unused donations to individuals (i.e., if the individual does not need all of the money donated) are carried forward and placed in the leave bank.
4. DHR is responsible for administering the Vacation Leave Donation Program. Donors or recipients who wish to participate should contact DHR for application materials.
5. Individual employees who can demonstrate financial loss due to the Cerro Grande fire may receive donations from other individuals. Individual-to-individual donations are subject only to verification of substantial financial loss. Once the verification is completed, the DHR's office notifies the Payroll Team to transfer the funds. The recipient will be provided a check from Payroll.
6. If an employee donates leave to a specific individual and that individual's request is subsequently disapproved (in rare cases, due to failure to provide proof of a financial loss), the donated leave will be placed in the leave bank.
7. An employee who has had a verifiable catastrophic loss due to the Cerro Grande fire and who either has not received individual donations or for whom individual donations are not sufficient to meet all needs may apply for financial assistance from the vacation leave bank. The employee must show that the loss has not been adequately covered monetarily by other mechanisms, such as insurance or other claims, and there are no other resources available to assist financially. An employee who wishes to apply for financial assistance completes a Request for Fire Survivor Financial Assistance. If the employee is unable to complete the request, the employee's representative may complete it for him or her. The following information is necessary:

Name, position, and organization;

A brief explanation of the fire-related situation causing the financial hardship;

A brief explanation of why there are no other financial mechanisms available to assist the employee; and

The amount of financial assistance requested and a brief justification for the amount requested.

8. An employee may submit multiple requests to the Fire Survivor Vacation Leave Donation Bank based on his or her individual circumstances.

9. The Director of Human Resources (DHR), at her sole discretion, has final approval on all grants from the Fire Survivor Vacation Leave Donation Bank. The DHR will base the decision on the severity of the financial hardship and the availability of funds.
10. Once a decision is made on the leave application, the DHR will notify the employee requesting the financial assistance. If the grant is approved, the DHR's office notifies the Payroll Team to transfer the funds.
11. Both donors and recipients must be aware that there are likely to be tax consequences arising from their participation in this program and that those consequences will vary depending upon their individual circumstances. Donors and recipients should consult their tax advisor prior to participating.
12. If an employee who has requested funds or who has received funds through individual donations no longer needs financial assistance, any unused donations will go back to the Fire Survivor Vacation Leave Donation Bank to be distributed to other fire survivors who are need and request financial assistance.
13. Funds remaining in the Fire Survivor Vacation Leave Donation Bank after December 31, 2000 will be donated to the Red Cross through the Laboratory's United Way campaign.